

**DISTRICT LIST FOR SUBSTITUTE EMPLOYEES OTHER THAN TEACHERS**

Such as: Bus drivers, Cooks, Janitors, Secretaries, etc.

EMPLOYEE NAME \_\_\_\_\_

SS NO: \_\_\_\_\_ DATE: \_\_\_\_\_

To comply with the fingerprint law, Idaho Code §33-512, please complete this form and submit to:

State Department of Education  
 Fingerprint Records Office  
 PO Box 83720  
 Boise, ID 83720-0027

or

Contact  
 Shannon Haas  
 (208) 332-6888

**DIRECTIONS**

- Please list, by district name and district identification number, up to five (5) districts in which you might work as a substitute. The list will entitle you to substitute in these districts without the need for a background check in more than one district.
- Any district may require an additional background check.
- If you are offered a job as a substitute in a district that is **not on this list**, a **new background history check** is required, accompanied by a \$40 fee.
- Please have either the superintendent or designee sign for each district in which you plan to substitute.

DISTRICT NAME	DISTRICT NUMBER	SUPERINTENDENT OR DESIGNEE SIGNATURE	DATE